

**Stanwood-Camano School District
Human Resources
Job Description**

TITLE: Secretary II – Transportation

GENERAL SUMMARY

Under the supervision of the Director of Transportation and Assistant Director of Transportation, responsible for performing secretarial and office management duties.

MINIMUM QUALIFICATIONS

Education and Experience

High school diploma or GED (General Education Degree); secretarial training or experience desirable; valid First Aid and CPR certificates required. CDL preferred.

Required Knowledge, Skills and Abilities

Knowledge of general office procedures.
Knowledge of filing, and record keeping.
Knowledge and application of safety procedures related to performance responsibilities.
Skills in public relations and confidentiality.
Skills in verbal and written communication.
Skills in computers and all office equipment.
Skills in bookkeeping.
Ability to remain calm in stressful situations.
Ability to be flexible, organized and manage time effectively..

DUTIES AND RESPONSIBILITIES

- Greets and provides information to staff, parents, students, and public via phone or in person.
- Help maintain routing program.
- Maintains records and reports as assigned.
- Call substitutes as needed.
- Secretary to Supervisor/Assistant.
- General office help/multiple tasks.
- Performs other duties as assigned.

SUPERVISOR: Director of Transportation

6/8/01